



Arizona Commission on the Arts

Special Project - Annual Grants Panels Assistant

Deadline to apply: Friday, March 14, 2014

Imagine an Arizona where everyone can participate in and experience the arts.

Annual Grants Panels Assistant, Project Responsibilities:

Grants Panels Preparation: March – May 16, 2014

- Assist with the overall event coordination of the ACA's Annual Grants Panels including all communications and event logistics

Grants Panels: May 19 – May 22, 2014

- Assist during the In-Person panel meetings. Duties will include:
 - Assisting with room setup/strike
 - Taking panel notes during meetings

Grants Panels Wrap-Up: May 23 – June 30, 2014

- Assist with all follow up communications including panelist and grantee correspondence
- Assist in the preparation and presentation of annual grant panel recommendations to the Commission Board at the June 26, 2014 Commissioners Meeting

Annual Grants Panels Assistant, Qualifications:

The following are the required and preferred qualifications for this special project:

Qualifications:

The Annual Grants Panels Assistant must...

- be comfortable using Microsoft Office products: Excel, Outlook and Word,
- be comfortable working with or willing to learn to work with complex databases,
- be an undergraduate student, graduate student, or college graduate,
- possess exemplary verbal and written communication skills,
- possess strong organizational skills and the ability to multitask, and
- possess the ability to work independently as well as in a team environment.

Preferred qualities:

The Annual Grants Panels Assistant should be...

- an assertive and resourceful self-starter,
- able to problem-solve and to fully engage in projects/tasks,

This opportunity is unpaid.





What is the Arizona Commission on the Arts?

The Arizona Commission on the Arts (ACA) is a...

- Grantmaker
- Convener
- Resource

One of 56 state arts agencies, the Arizona Commission on the Arts supports a statewide arts network. The agency is governed by a 15-member Governor-appointed Commission and a professional staff grounded in the arts. Our staff includes practicing artists, skilled administrators and education specialists who serve in local and national arts leadership roles. We receive and administer funds from the State of Arizona and the National Endowment for the Arts and direct this funding to programs that contribute to the growth and stabilization of the arts, impact student learning, nurture and develop artists' craft and skills, preserve the rich traditions of Arizona communities, and encourage participation by citizens of all ages and abilities.

Where would this special project take place?

All ACA projects and internships take place at the ACA offices downtown Phoenix.

417 West Roosevelt; Phoenix, AZ 85003

Who would I work with?

Kristen Pierce, Organizational Services Coordinator

This sounds great, how do I apply?

Deadline to apply: Friday, March 14, 2014.***

****Please note, applications will be reviewed immediately as they are received, but applications will be accepted no later than March 14, 2014.*

If you are interested, please submit the following via email.

- A letter of inquiry, speaking of experience, or special interests related to the posted position (maximum 1 page)
- A resume or CV (maximum 2 pages)
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to: kpierce@azarts.gov. Make sure your email's subject line specifies that you are applying for the Annual Grants Panels Assistant position.

